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134

9 September 1955

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MEMORANDUM FOR:

SUBJECT : Report of Message Center Operation  
1 - 31 August 1955

1. Cables Processed

a. The Cable Secretariat reproduced and disseminated a total of 17,835 cables. This is an increase of 1,901 or 12% over the total for July 1955 and 6,907 or 63% more than August 1954. For the sixth consecutive month a new high was recorded. During the month we processed an average of 677 cables each day Monday through Friday, 395 on Saturday and 82 on Sunday.

b. 1,076 cables or 6% of all cables processed were furnished to the Director during August. This compares to 905 or 5 1/2% for July.

c. 1,425 cables were furnished to the DD/I during the month of August.

d. Attached as Tab I is a photostat copy of a chart illustrating the total cables processed monthly for 1954 to current date 1955.

2. Personnel

a. Our personnel situation for the month of August changed very little. We released one straight-day typist reported to Personnel Office in July as being in excess of our day-tour needs. We have one other straight-day typist for whom the Personnel Office has not yet found a suitable reassignment. In discussing this matter with  he stated he appreciated and understood our somewhat unusual position and that his office would cooperate fully with our efforts to find suitable personnel willing to accept rotating shift work. In September we will lose  Senior Cable Analyst, by reason of resignation. He has been covering our midnight tour for that position for the past six months while taking part-time courses toward his BA degree. He will resign for the purpose of attending the University of Maryland full time.

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### 3. General

a. On 10 August I was called by Mr. Kirkpatrick who informed me that the Director was disturbed at the number of copies of cables we were distributing. The Director instructed Mr. Kirkpatrick to make a study of the problem. [ ] who is on the IG's Staff, is looking into the problem. Tab II is a memorandum I sent to [ ] explaining our position.

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b. [ ] cancelled his appointment this month to review one day's selected incoming traffic for DD/I. He will review for both August and September when he next visits us.

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c. On 23 August [ ] informed us that a personnel ceiling of the on-duty strength as of 30 June (we then had [ ] was to be imposed on the Cable Secretariat. Since this would have virtually cancelled out our recently authorized increase of ten positions, and since our on-duty strength as of 23 August plus persons due to EOD soon, totalled [ ] I asked [ ] if our ceiling could not be raised to [ ] dis-

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d. On 26 August [ ] of the Comptroller's Office, advised us that the Cable Secretariat had been allotted the sum of \$32,000 for payment of overtime during FY 1956. At the new and higher overtime rates this money would cover payment for only 57% of the minimum overtime required by the Cable Secretariat in FY 1956. A memorandum has been prepared for your signature to the Comptroller recommending that the overtime money for the Cable Secretariat be increased to \$56,250. This sum would provide for an estimated 17,200 hours of overtime. Statistical data in terms of work loads covering a seven day work week were supplied in support of the request.

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### 4. Training

a. During FY 1955 Cable Secretariat personnel completed the following Agency training courses:

BOC	13
Basic Management	5
Basic Supervision	2

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Rapid Reading	5
Instructor Training	1
National Intel	
Orientation	8

b. It is anticipated that in FY 1956 Cable Secretariat personnel will be enrolled in Agency training courses to the following extent:

BOC	15
Basic Management	5
Basic Supervision	7
Expository Writing	3
Reports Writing	12
National Intel	
Orientation	12

It is anticipated that we will send our personnel to the Rapid Reading course after the course is revised to meet our needs.

c. In addition to Agency training courses, it is anticipated that it will be necessary to program internal Cable Secretariat training to the following extent to provide trained persons to fill vacancies and to provide trained persons as understudies for possible vacancies.

- 6 Chief Typists GS-5  
Three months on-the-job training
- 7 Cable Analysts GS-7  
Cable Secretariat dissemination course, one week;  
on-the-job experience, two months
- 3 Chief Cable Analysts GS-9  
On-the-job experience, three months
- 2 Assistant Watch Officer GS-11  
On-the-job experience three-six months

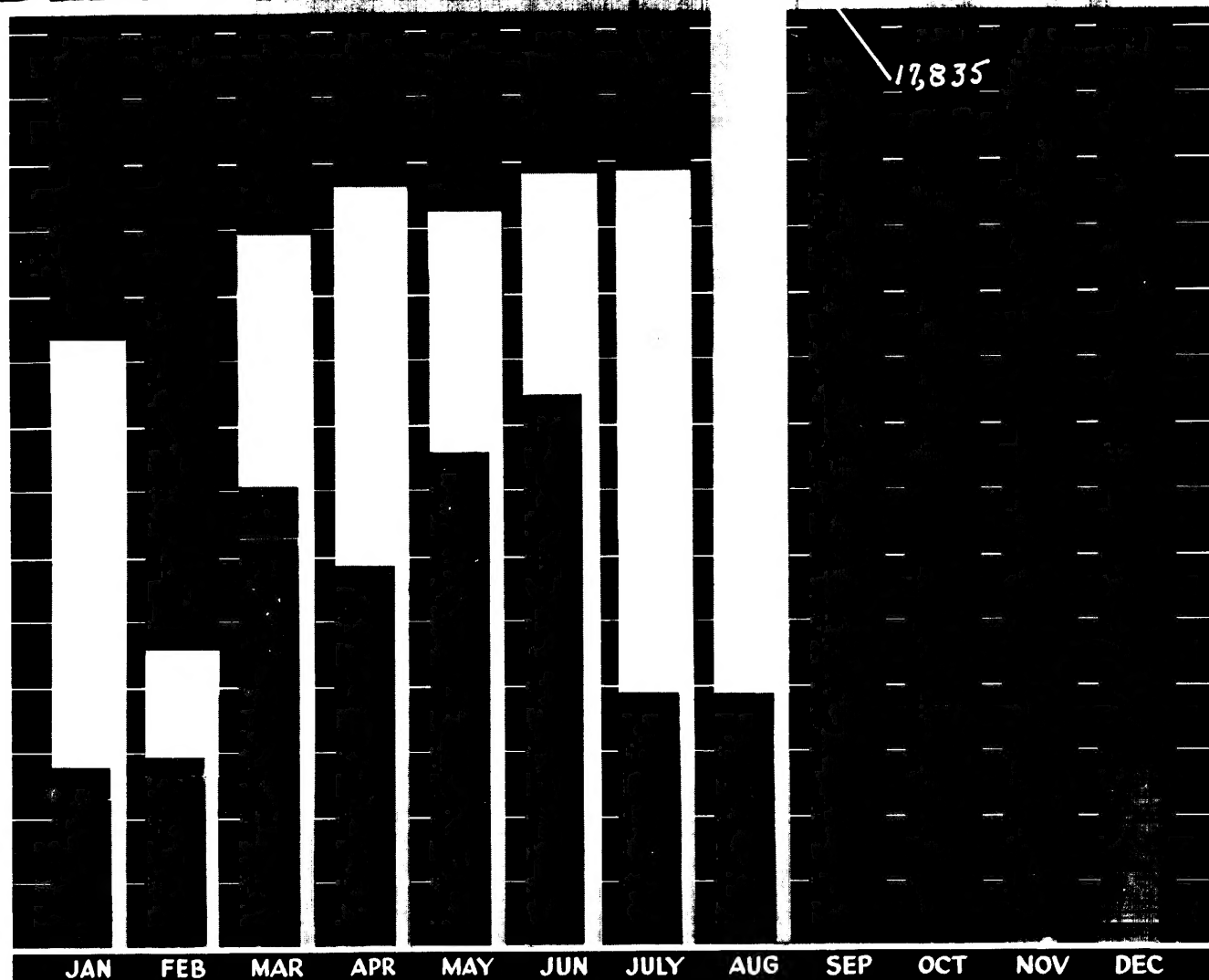
[Redacted Signature Box]  
Cable Secretary

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Attachments: Tabs I and II

Approved For Release 2002/05/01 : CIA-RDP84-00499R000100010009-0

# CABLES PROCESSED MONTHLY 1954-'55



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